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CONFIDENTIAL SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Deputy Director for Support 7D18 Hq.		
2			
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Personnel 5E56 Hq.			EB 1964

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TRANSMITTAL SLIP		DATE
TO: <i>D/Perd Allen</i>		<i>2/2/55</i>
ROOM NO.	BUILDING	
<i>5E56</i>	<i>Hq.</i>	
REMARKS:		
<i>Returned per our telecon. URH/j.</i>		
FROM: <i>EO-DD/S</i>		
ROOM NO.	BUILDING	
<i>224</i>	<i>55</i>	

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	Deputy Director for Support 7D18 Hqs.		
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	ACTION	DIRECT REPLY	PREPARE REPLY
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	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b> In a letter to the Director dated 9 January, the Chairman of the Civil Service Commission asked for a report on our progress in offering employment opportunities to the mentally retarded which he will include in a report to be submitted to the President before the end of the fiscal year.  Our suggested reply, prepared for your signature, is based on a check made with the Director of Security and the Chief, Medical Staff following our receipt of President Kennedy's memorandum of 12 September 1963 urging the employment of retardates. This was reported in our "current interest items" memorandum of 4 October 1963 which has been extracted and attached for your information.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Director of Personnel 5E56 Hqs.			FEB 1964

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164-200

January 9, 1964

DD/S REGISTRY

FILE Personnel

Honorable John A. McGone  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Mr. McGone:

The late President Kennedy on September 12, 1963, sent you and heads of other executive departments and agencies a special memorandum describing the leadership to be taken by Government in employing the mentally retarded and urging you to examine your operations and determine the extent to which you have positions which the retarded may fill without detriment to the service. President Johnson is continuing the policy set forth in that memorandum and I expect to give him, before the end of this fiscal year, the first report of Executive Branch programs and experience.

Employment under this program will be limited to persons who are trainable and who are certified by the appropriate State vocational rehabilitation agency as qualified--physically, vocationally, and socially--to perform in a satisfactory manner the full duties of the position. Appointments will be made under a new Schedule A authority, in accordance with written agreements between the individual agencies and the Civil Service Commission. Your personnel director will know the details, outlined in Federal Personnel Manual Letter No. 137-1.

Three agencies--the Department of Labor, the Department of Health, Education, and Welfare, and the Veterans Administration--have already started to employ qualified retardates for such work as food service, laundry work, grounds maintenance, messenger, simple mail, file, and clerical duties, and possibly certain other work in printing and reproduction sections. We ourselves will be making some appointments and have already placed the retardate on our rolls.

I invite the active participation of your agency and ask your personal interest in seeing that your organization takes the necessary time, and makes the necessary effort, to identify those of your positions which the mentally retarded can perform adequately and those which can, without detriment to your operations, be modified to take advantage of the untapped productive capacity which many retardates

As the Chief of the Bureau of Prisons, Mr. Nathan T. Johnson, it will  
be the duty of the Bureau to make such appointments as are made, and to  
make such appointments as are made, and to make such appointments as are made.

Our staff will explore the possibility of a person-  
to-person contact between you and the subject to which you wish  
to refer. We will also explore the possibility of a person-  
to-person contact between you and the subject to which you wish  
to refer.

Sincerely yours,

(J. W. H. S.)

### SSB DISTRIBUTION:

1 cpy - DIPERS - In preparation of response  
1 " - DD/S SUBJECT

1 - DD/S SUBJECT